



## DEVELOPMENT ENGINEERING TEAM LEADER\*

(Engineering Services Manager III)

*Department of Community Development*

*The recruitment will remain open until sufficient applications from qualified candidates are received.*

### THE JOB

This position manages a team of development review staff responsible for reviewing and approving plans for road and storm drainage construction projects and reports to the Engineering Services Division Manager. Responsibilities include selecting, training, motivating and evaluating staff; representing the department and coordinating with other divisions, departments, jurisdictions, or agencies such as the Department of Ecology; developing and implementing team goals, objectives, policies and procedures; developing design standards; assist in preparing and monitoring the development engineering annual budget; and preparing staff reports and related development review documents. The Team Leader collaborates with the Development Inspection Team Leader on projects; interprets local, state and federal requirements pertaining to new construction; and interacts with and facilitates problem solving among program staff, developers, engineers, community groups, the media and citizens to maintain positive internal and external relationships.

*\*This recruitment may be used to fill future vacancies for up to 12 months.*

### QUALIFICATIONS

The successful candidate will have demonstrated ability to provide positive leadership to a multi-disciplined team of professional and technical staff and to work in a fast-paced atmosphere requiring accurate decision making. A likely way to obtain this is as follows:

- Bachelors degree (or equivalent experience) in environmental engineering, civil engineering, or a related field.
- Three to five years experience in design, review, and/or construction of roads, utilities, storm drains, water quality and quantity control facilities.
- Demonstrated experience supervising professional and technical staff.
- Excellent communication skills, both written and oral.
- Established capabilities to manage scarce resources in a wide variety of projects.
- Possession of a professional engineering license, preferably in the state of Washington. Other licenses in states that are afforded reciprocity by the State of Washington will be considered; however, the candidate hired will be expected to obtain registration in the State of Washington within 6 months of employment.

**Knowledge of:** principles and practices of staff selection, supervision, training and evaluation; civil engineering principles and practices relative to design and construction of water resource facilities, roads, and utilities; innovative technology relating to construction of public facilities; principles and procedures of budget preparation and control. **Ability to:** interpret and explain pertinent Federal and State laws and County codes and procedures; set and meet deadlines; facilitate communication, negotiation and problem solving among developers, contractors, engineers, citizens and program staff; prepare clear and concise reports; and establish and maintain effective working relationships with those contacted in the course of work.

### SALARY

The salary range is \$5,394 - \$7,618 per month. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement.

### SELECTION PROCESS

1. Application Review: (Pass/Fail) – All applicants must complete a Clark County application and submit it to the Human Resources department by 5:00 p.m. on the closing date. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. Supplemental Application: (Pass/Fail) – In addition to the regular Clark County application, applicants must complete and submit the supplemental application. Applicants who do not have the supplemental materials will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
3. Oral Interview: (Weighted 100%) – One or more interviews will be conducted that are job related and may include, but not be limited to, the qualifications outlined in the job announcement.

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## **REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:**

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. **Please read application materials thoroughly to determine application requirements.**

**Clark County Human Resources Department  
1300 Franklin Street - 5th Floor  
PO Box 5000  
Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / TDD (360) 397-6032  
JOB INFO LINE (360) 397-6018  
E-MAIL [HRADMIN@clark.wa.gov](mailto:HRADMIN@clark.wa.gov)  
INTERNET <http://www.clark.wa.gov>**

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## **THE COUNTY**

Clark County, Washington is a growing community with a population of approximately 392,400, including the City of Vancouver (population 152,900). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

## **EQUAL OPPORTUNITY EMPLOYER**

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.



For assistance with needed accommodations, please contact the Human Resources ADA/Section 504 Coordinator. (360) 397-2468; TTY (360) 397-2445.

## **IMMIGRATION LAW NOTICE**

Only United States citizens and aliens lawfully authorized to work in the United States are eligible for employment. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



# **DEVELOPMENT ENGINEERING TEAM LEAD**

## **(Engineering Services Manager III)**

### **Supplemental Application Questions**

*Posting # 06-01-002*

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**In addition to the application, please submit a narrative supplement describing your experience in the areas listed below. Completion of the narrative supplement is necessary and must be submitted with your application to Human Resources by the final filing date. CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.**

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Applications and supplemental responses will be evaluated on the basis of overall qualifications for the position: related *experience, knowledge, skills, and abilities*. Those candidates whose qualifications most closely match the position's needs will continue in the selection process. Be sure to answer all sections completely and accurately, describing specific and relevant examples from your background. Use additional sheets of paper if necessary.

- 1) Your recent experience in design and/or inspection of streets, utilities, and water quality facilities. Please give specific examples and note your employer for each example.
- 2) Your management and supervisory style, including your views on motivation, training, coaching and discipline.
- 3) A recent example of consensus building or conflict resolution in which you were directly involved.



proud past, promising future

## Human Resources Department

1300 Franklin Street – 5th Floor/PO Box 5000

Vancouver, WA 98666-5000

PHONE (360) 397-2456 FAX (360) 397-2457

TDD (360) 397-6032

Email: hradmin@clark.wa.gov

www.clark.wa.gov

## EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

### GENERAL INFORMATION

POSITION APPLYING FOR		POSTING#	Social Security # (Used for processing -Optional)	
Last Name		First Name	Middle Initial	
Address		City	State	Zip + Four
Home Phone ( )	Work Phone ( )	Cell Phone ( )	Other ( )	
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes [ ] No [ ]		Are you legally eligible for employment in the United States? Yes [ ] No [ ]		
Will you accept: [ ] Regular [ ] Temporary Will you accept: [ ] Full Time [ ] Part Time		Shifts you will accept: [ ] Day [ ] Evening [ ] Night [ ] Weekend		
Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations (do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old)? Yes [ ] No [ ] If Yes, explain below. (A conviction record will not necessarily bar you from employment.)				
Date	Charge	Sentence	Remarks	

### EDUCATION

Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Degree/Title	Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.						

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EMPLOYMENT HISTORY	
List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.	
<b><i>MOST RECENT POSITION</i></b>	Dates Employed:
Employer:	From      To
Address:	____/____/____
Position:      No. of employees you supervised:	mm yy      mm yy
Supervisor:      Phone (      )	
Specific Duties:	Hours per Week _____ Final Salary _____
Reason for leaving or considering change:	May we contact your current employer? Yes [ ] No [ ]
<b><i>OTHER EXPERIENCE</i></b>	Dates Employed:
Employer:	From      To
Address:	____/____/____
Position:      No. of employees you supervised:	mm yy      mm yy
Supervisor:      Phone (      )	
Specific Duties:	Hours per Week _____ Final Salary _____
Reason for leaving:	
<b><i>OTHER EXPERIENCE</i></b>	Dates Employed:
Employer:	From      To
Address:	____/____/____
Position:      No. of employees you supervised:	mm yy      mm yy
Supervisor:      Phone (      )	
Specific Duties:	Hours per Week _____ Final Salary _____
Reason for leaving:	

**Attach additional sheets if necessary to include all work history.**

Be as complete as possible in outlining the duties of each position.

### AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

## EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: \_\_\_\_\_ Posting No: \_\_\_\_\_

**GENDER:** Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

**ETHNIC GROUP:** If you are more than one race, please indicate one group only for record-keeping purposes.

[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

☐ *American Indian or Alaskan Native.* Tribal Affiliation: \_\_\_\_\_

☐ *Asian or Pacific Islander:*

☐ *Black (not of Hispanic origin):*

☐ *Hispanic*

☐ *White (not of Hispanic origin):*

**VETERAN:** Yes ☐ No ☐

**DISABLED:** Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

**DISABLED VETERAN:** Yes ☐ No ☐

### RECRUITING SOURCE

**Please tell us how you heard about this position** (select only one source):

**Publications:**

☐ The Columbian ☐ The Oregonian ☐ The Asian Reporter ☐ El Latino de Hoy

☐ The Skanner-Portland ☐ Seattle Times ☐ Spokane Review ☐ The Olympian

**Internet Sites:**

☐ Columbian website ☐ Oregonian website ☐ Clark County Website ☐ Seattle Times website

☐ El Latino de Hoy website ☐ Other Internet/Website: \_\_\_\_\_

**Other Sources:**

☐ Clark County Bulletin Board ☐ College/Career Center Referral ☐ Acquaintance/County Employee

☐ Other: \_\_\_\_\_